

Picstel Smart Office

USER GUIDE

Picstel Smart Office is a document editing application for HP WebOS phones and tablets. It builds upon the success of Picstel's File Viewer, adding editing and dramatic touch-gesture user interfaces both for mobile phone handsets and tablet devices (see section 3.6).

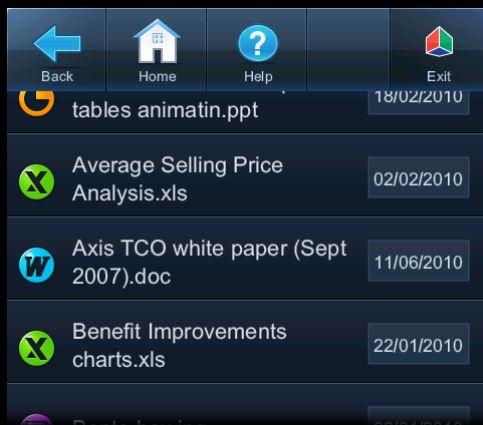
You can view your files, including those stored on the device by USB cable. The Visual Explorer makes it easy to browse them. Content appears virtually as it would on a desktop PC, from the same files, and without needing conversion.

You can edit files on your handset, and copy them back to your desktop computer for further work, without losing the detail.

1 Exploring files

To view files, connect the USB cable to your device and copy documents across. You may be able to access them using other applications, too.

You can browse the files on your device to find documents using the **Visual Explorer**. You can tap the icons such as My Documents.



Once a document is opened it will appear, filling the screen. You can immediately pan it around by dragging your finger over the screen.

You may also create a new document, either based on a template style or a blank page, from the home view of the Visual Explorer.

When you receive an email attachment, please press and hold on the filename to choose 'Save', then go to Picsel Smart Office, and look in the 'Downloads' folder.

1.1 Visual Explorer options



Back returns one level to the parent directory.



Home is a view showing all storage, new document templates and other starting points.



New Document appears in the home view, allowing you to choose a template for an empty document, ready for you to create whatever you wish.



Documents shows files stored on-board the device's memory, if applicable.



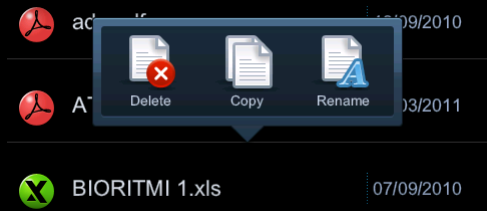
My Documents may appear in the home view, giving a quick link to the best place to store your office files.



Recent Documents which you have used before, are listed regardless of where they were stored.

1.2 Managing Files

From the Visual Explorer, you can delete, copy or rename files on your memory card. Press and hold on any file name, then choose from the callout.



2 Viewing a Document

You can work with the document on screen by touching it with your finger. The gestures are:

<i>Gesture</i>	<i>Usual meaning</i>
Drag (press hold)	Pan (scroll) around page, or adjust caret position.
Pinch (two fingers)	Zoom in or out
Single tap	Place insertion caret, or close blade
Double tap	Select word
Tap at top of screen	Show top-bar

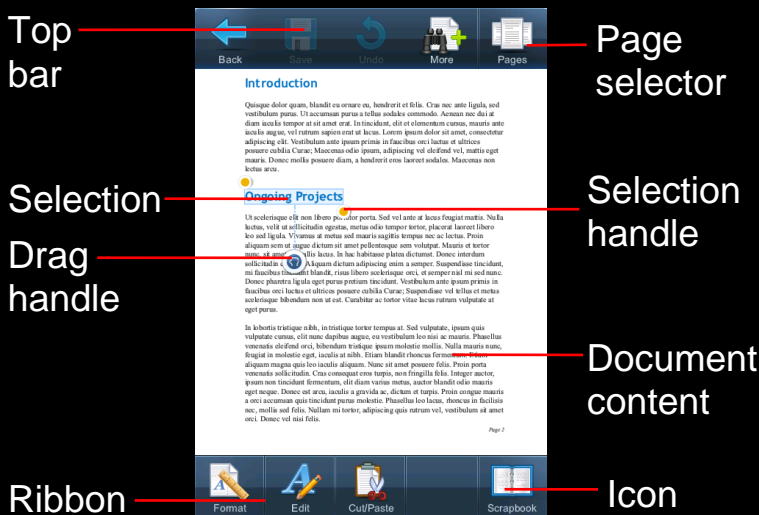
You can pan through the pages of the document by dragging your finger up the screen, or using the page

carousel in the Top bar (see section 2.2).
Spreadsheets have tabs for each sheet.

You can zoom in or out with a two-finger “pinch” gesture, to make the content as big or as small as you like. With large text, you may like “reflow” (see section 2.3) which reformats the text to fit your screen width. You can zoom out to make a page of the document smaller than your screen; you can fit several pages, and still edit and work on it.

2.1 Understanding the Screen

At the top of the screen is the top ribbon containing “global” options, described in section 2.2. In the main part of the screen is your document, in which you may select fragments or enter new content.



At the bottom is the ribbon of options applicable to your selection. See section 3.6 if you have a tablet device.

Options are greyed out if they are not available in your current state; for example some documents cannot be edited and therefore cannot be saved. Low resolution device displays do not show the labels below icons.

2.2 Top Bar

The top of the screen shows icons for actions global to the whole document and application, not just to the part you are currently working with.



The top bar is hidden when you are working with the document itself. You can see it again by tapping at the top of the screen.



Back: If you wish to view a different document, or exit from the application, please tap this. It normally returns to the Visual Explorer (see section 1)



File: After you have finished editing a document, you can save or send it. See section 2.4.



Undo: After making a change to your document, you can undo (and later re-do it) using the two icons that appear.



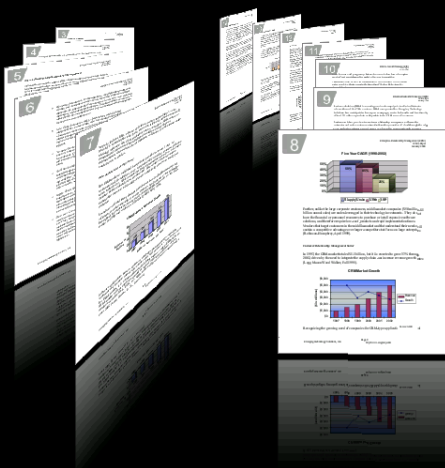
Keyboard: On large tablet devices, this icon lets you begin typing.



More: Shows options described further in section 2.3.



Pages: Shows thumbnails of each page in your document. You can pan left or right to select any page to view normally, or return to the previous one by tapping the Pages icon again.



2.3 “More” top ribbon

Tapping “More” on the top ribbon shows options which are used less often. To return to the main top ribbon, tap the middle of the screen.



Reflow: Normally, pages are laid out as they would be printed. To make lines of text fit across the width of the screen,

you can choose to “reflow” them. Font sizes are scaled to be readable, images are scaled to be no bigger than the screen, and objects such as tables are laid out vertically rather than horizontally. This is only available for Word and plain text documents.



3D: If you are wearing “anaglyph” 3D glasses with red and cyan filters, you can view documents in 3D with this option! Content will “pop out” of the screen to make the document more vivid.



Slideshow: You can play the slides of a PowerPoint slide show in order, without editing features or icons on screen. Tap the screen to proceed to the next slide. Press and hold to exit.



Help. Display this user guide. To return to your document from the user guide, please tap the Back icon.

2.4 File

There are several whole-file actions, available from the File icon on the top bar:



Save: After you have finished editing a document, you can save it back to permanent storage memory. You will be presented with a choice to Save As a

new name, or keep the existing name.



Email: Tapping this lets you use the standard email application to compose a message, with the document attached.



Find. This action allows you to search for text within the current document. A ribbon will be shown at the bottom during searching. See section 2.5, below.

2.5 Find

This option allows you to enter a word or a short text string. The application will search starting with the area currently on screen, and will highlight it when found. You can then choose to edit it or move on to the next or previous matches.



Previous match. After you have found the item you were searching for, you can search backwards through the document to the preceding match of the same string.



Next match. This continues the search forwards through the document, for the same string.



Cancel. The search is abandoned and the document returns to normal viewing.

The search is case insensitive (it does not distinguish between capital and lowercase letters) and also equates certain Japanese Kana characters.

3 Editing the Document

Picse! Smart Office allows you to change documents, for example by typing sentences or reformatting what is there. You can even recalculate spreadsheet formulae and charts by changing the numbers!

3.1 Insertion Caret

In Word and Power Point documents, a red insertion caret can be placed by tapping your finger in the document, allowing you to type new text.

If the caret does not appear quite where you expected it, press and hold your finger on the caret. The screen will zoom to help you drag it to the position you wish. Or, move it slightly by tapping nearby.

3.2 Selecting Content

To change part of the document, first double tap on a part that you want to select. Orange “selection handles” will appear highlighting which word has been selected, and a ribbon of actions will appear at the bottom of the

screen. Spreadsheet cells, paragraphs of text in slide shows and images in Word documents can also be selected.

Selection
handle

Selection

Drag
handle

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You can adjust how much text is selected by dragging the selection handles around with your finger.

You may move selected text to another position using the drag handle. When you finish dragging, the text will be cut from its current position and pasted at the insertion caret which appears during the drag. You may also drag a selection to or from the scrap book icon on the bottom ribbon. In Word documents, you can select and drag images to reposition them.

To clear a selection, tap once somewhere else in the document (outside the current selection). This may also place the insertion caret (see section 3.1) which can also be cancelled by tapping once.

3.3 Formatting and Editing

Once you have selected some text, you can change its formatting using the ribbon at the bottom of the screen.



Format Text. Tap this to open the text formatting blade (ribbon), where you can change how the text appears in the document, e.g. making it **Bold**, *Italic* or Underlined. These are described below.



Edit. To change the text you have selected, tap this icon to pop-up an input keyboard for typing.



Cut/Paste pops up a “callout” allowing you to move text between the document and the scrap book.



Cut. This will delete the selected text from the document, and move it to the scrap book. You can paste it back into the document at another location. After cutting, the insertion caret is set in the same place, in case you wish to paste it or type new text there.



Copy. This duplicates the selected text on the scrap book, to be pasted later.



Paste inserts the text from the scrap book, into the document, replacing the selection.



Scrap book. This shows the fragment most recently cut from the document. It can be dragged back to the document.

While dragging, a red insertion caret

appears to show where it will be pasted. You can also drag a selection from the document to the scrap book, to cut it.

The text formatting properties that you can adjust appear on a blade. You can close the blade by tapping in the middle of the screen.



Bold. Tap this to embolden the font used for the selected text, or again to return to normal weight.



Italic. Tap to switch italic on or off for the selected text.



Underlined. Tap to switch underlining on or off for the selected text.



Left alignment. This applies to whole paragraphs, not just selected words.



Centred alignment of paragraph.



Right alignment of paragraph.



Text colour. This will open a blade containing a choice of colours for your selected text.



Background colour. This will open a blade allowing you to change the colour of the page behind the selected text.



List formatting. Lets you choose the paragraph style, between normal body text, numbered lists, and bulleted lists.



You can indent a list item paragraph more or less deeply, using the two icons.



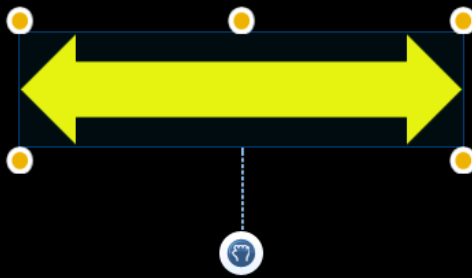
Font name and size. This opens a blade with a choice of font families and point sizes. The names include a standard set of fonts, and those used within your document. However, as on any computer, the text displayed on the screen may not exactly match the named font.

Auto-shapes can be created, modified and cut out in Microsoft Office PowerPoint presentations.



To add a new shape to a PowerPoint presentation, please place the caret or select any shape. Then choose the 'Add' icon from the blade.

You can edit a shape by single tapping on it; marks will appear around it to help you resize it, or move it to another position. The handles in the corners allow you to resize the shape. The top middle allows rotation. The blue handle below allows you to move the shape.



While a shape is selected, the blade (or callout menu) shows options for adjusting the fill colour, line width, etc. You can also move the item forwards or backwards amongst others in the document, and you can cut them to the scrap book. To delete an item, choose 'Cut'.

If you are not satisfied with your change, most can be undone using the "Undo" icon on the top ribbon. After you have edited your document, please remember to save it using the top ribbon icon.

3.4 Editing Spreadsheets

As well as the text formatting options above, some additional features are available for cells in Excel spreadsheets:



Format cell: This opens a blade with options for modifying the appearance of a spreadsheet cell.



Insert row/column: This opens a blade allowing rows and columns to be added or deleted.



Edit cell: You can change the value of a cell, making it text, numeric or even a complex formula (calculated as described below).



Cut/Paste pops up a callout allowing you to move cells between the spreadsheet and the scrap book, as described above for text documents.



Text Format: the appearance of the text in the cell. The options here are the same as for Word documents.



Alignment allows vertical and horizontal positioning of the content within the cell shape, and also merging of several cells if selected.



Size adjusts the width of the spreadsheet column, or height of the row, in the same units as Excel itself uses.



Number Format specifies how the value of the cell should be rendered. This is more useful for dates and large numbers. The blade which appears requires a tap to select each option, and will open a further blade.



Keyboard: On a large tablet device, you can edit the value of a cell using this icon on the top bar.

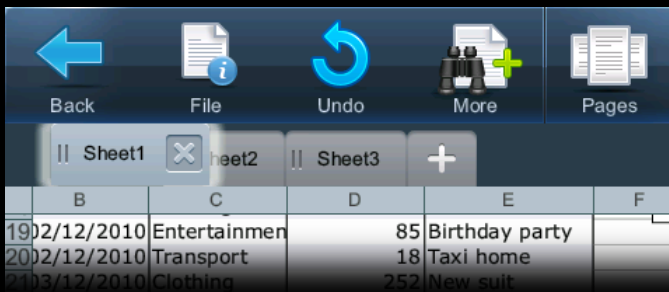
If you edit a cell value, the spreadsheet will be recalculated, including dependencies.

f(x) **Functions:** While you are editing a cell's formula, you can insert a function by name, from more than 100 available.

There are a few rarely used formulae which are not processed, but these are not lost and will be updated the next time you load your spreadsheet into Microsoft Excel.

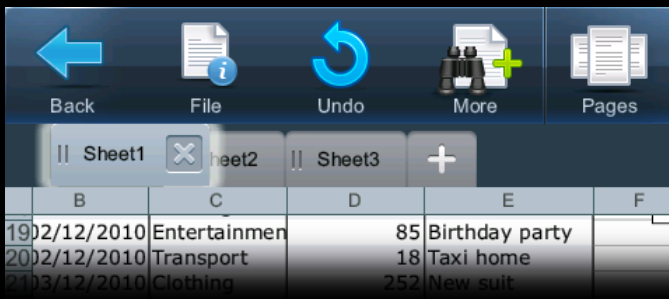
Spreadsheet files are also shown with a “tab” for each sheet in the workbook. You can switch between these by tapping the named tab.

You can also re-order them by holding then dragging a tab, delete a sheet entirely by tapping the X icon, or add a new one by tapping the + tab.



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You can also re-order them by holding then dragging a tab, delete a sheet entirely by tapping the X icon, or add a new one by tapping the + tab.

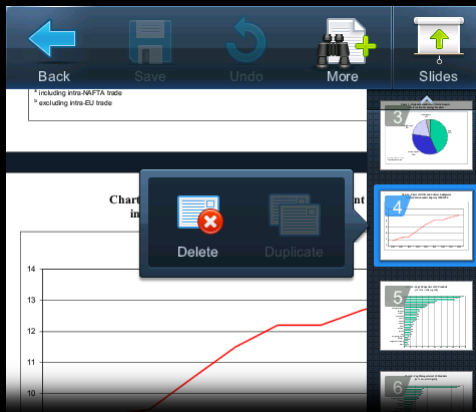


3.5 Editing PowerPoint slides

The text in PowerPoint slides can be edited, if the slide uses the master style. If it is not possible to edit a slide, this is usually because of the way it was created.



Slide Sorter: Opening this panel on the right of the screen allows you to re-order and delete slides.



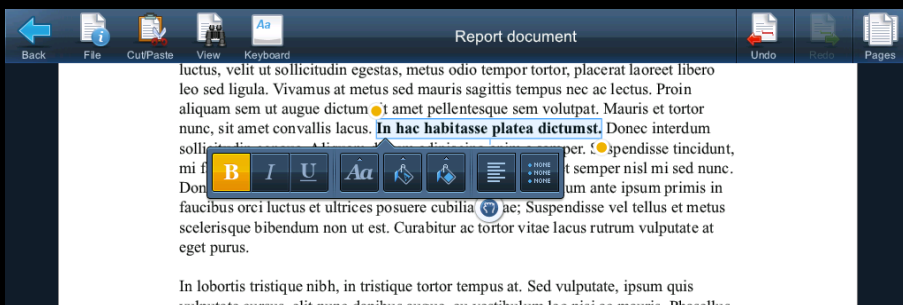
Slideshow: This option in the 'More' top bar, will play the slide show sequence in order. Tap the screen to proceed to the next slide. Press and hold to exit.

In the slide sorter, tap on a slide thumbnail to jump to viewing that one. Tap and hold to select it; you can

then drag it up or down through the sequence to re-order it, or release your finger to see a callout allowing you to delete it. Drag any slide in the sequence quickly up or down, to pan the list itself (if there are many slides).

3.6 Tablet Devices

If your device has a large screen, then when you select text, a callout with editing options will appear instead of a ribbon at the bottom of the screen. Equivalent features are available on both types of device.



4 Editable Files

File formats that can be edited by Picsel Smart Office are listed below. There are several reasons why some files cannot be edited, however. If selection handles do not appear for editing when you expect, there could be several reasons:

- Some documents containing very large images or many pages may be too large to load properly, in which case they can only be viewed.

- You may not have double-tapped effectively. There should be only a brief pause between taps in virtually the same place on screen.
- You may be viewing a format such as PDF which cannot be edited.
- The object you tapped may not be editable, such as a table within a PowerPoint slide show.
- The file may not have been fully loaded yet, or not editable. Wait for a few moments, and try again. If it is very large, it may not be possible to load it fully.

Picisel supports thousands of individual document content features and hundreds of format versions. The following table is a brief summary.

<i>Feature</i>	<i>Displayed</i>	<i>Editable</i>
Microsoft Word .doc .docx	Yes	Yes
Microsoft Excel .xls .xlsx	Yes	Yes
Microsoft PowerPoint .ppt .pptx	Yes	Yes
Adobe PDF .pdf	Yes	No
Plain text .txt	Yes	No
Bitmap images .jpg .bmp .png .gif	Yes	No
Vector images .wmf .emf	Yes	No
Faithful page layout, where supported	Yes	Yes
Body text	Yes	Yes

Tables	Yes	Yes
Images in documents	Yes	No
Password-encrypted PDF files	Yes	No
Hangul HWP (Korean)	Yes	No

5 Legal Details

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This software is based in part on the work of the Independent JPEG Group.

This product uses libpng version 1.2.6, Copyright (c) 2004 Glenn Randers-Pehrson.

This product is partly derived from the RSA Data Security, Inc. MD5 Message-Digest Algorithm. It also uses RC4 hashing.

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Steve Wilhite wrote an LZW decoder for GIF images, used here.

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designed as referred to in the accompanying Documentation), and that the Documentation correctly describes the operation of the Software in all material respects; and

- b. it has tested the Software for viruses using commercially available virus-checking software, consistent with current industry practice.

You acknowledge that:

- c. the Software has not been developed to meet your individual requirements, and that it is therefore your responsibility to ensure that the facilities and functions of the Software as described in the Documentation meet your requirements.
- d. You acknowledge that the Software may not be free of bugs or errors, and agree that the existence of minor errors shall not constitute a breach of this Licence.

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Document Number:
EN-EUG-0084-03, September 2011